



# CAREER OPPORTUNITY

## CITY OF LA HABRA, CALIFORNIA

HUMAN RESOURCES DEPARTMENT \* P.O. BOX 337 \* 90631  
201 E. LA HABRA BLVD. \* LA HABRA, CA \* (562) 383-4000

### CIVIC CENTER

#### **SENIOR BUILDING INSPECTOR\* A-70/1** **\*\$4,541/Mo. - \$6,390/Mo. (\$26.200/hr. - \$36.866/hr.)**

The City of La Habra is recruiting to fill the position of Senior Building Inspector in the Community and Economic Development Department. This is a technical position that reports to the Chief Building Official. Employees hired after January 1, 2013, and that are new to CalPERS, or are returning CalPERS members with a break in service greater than six months, will be enrolled in the 2% @ 62 retirement plan formula and will be required to pay 50 percent of the normal PERS cost.

#### **DEFINITION:**

Under direction of the Chief Building Official, assists with the supervision of clerical staff; performs technical field inspections of building, mechanical, plumbing and electrical construction; reviews construction plans for conformance to City and State codes and ordinances prior to permit issuance; performs code enforcement; conducts National Pollution Discharge Elimination System inspections and related field duties.

#### **ESSENTIAL DUTIES (*Duties may include, but are not limited to the following*):**

- Reads and interprets construction plans and specifications.
- Checks routine building plans for conformance to City codes and the currently adopted model Building, Mechanical, Plumbing, and Electrical codes and State of California Energy, Green Building, and Accessibility regulations.
- Supervises and inspects buildings and other structures during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of City, State and Federal agencies.
- Supervises and performs combination inspection duties in trade specialties including building (structural, fire, and life safety), plumbing, electrical, mechanical, energy, green building and Architectural Accessibility.
- Issues permits for work to be performed that includes computing building evaluations and permit fees.
- Provides technical information to architects, engineers, contractors, building owners, developers and others regarding code requirements both verbally and in writing.
- Requires above average written communication skills.
- Maintains records of inspections and corrections.
- Supervises and conducts post disaster evaluations.

- Supervises and performs code enforcement and Community Preservation duties relating to building codes.
- Performs National Pollution Discharge Elimination System (NPDES) inspections.
- Acts as the Chief Building Official in the absence of the Chief Building Official.
- Provides quality customer service.
- Conducts Fats, Oils, and Grease Control (FOG) inspections.
- Assist in the preparation of the Building and Safety Division budget.
- Assist in the review of technical studies for code changes and assist in code adoption and revision process.
- Performs other related duties as assigned.

## **QUALIFYING KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Modern principles, practices, and techniques of Building, Mechanical, Plumbing, and Electrical Codes; Code Enforcement best practices and techniques; NPDES regulations; Fats, Oils, and Grease (FOG) Control requirements; and State of California Energy, Green Building, and Accessibility regulations.
- Program compliance with local, state, federal laws, and regulations.
- Proper English usage, spelling, grammar, and punctuation.
- Safe work practices and procedures.
- Effective customer service techniques.

### **Ability to:**

- Read and interpret construction plans and specifications.
- Check routine building plans for conformance to City codes; the California Building Code; Mechanical, Plumbing, and Electrical codes; and Energy, Green Building and Accessibility regulations.
- Perform combination building and construction inspections covering all currently adopted model Building, Mechanical, Plumbing, and Electrical codes; and State of California Energy, Green Building, and Accessibility regulations.
- Perform routine Best Management Practice inspections to confirm compliance with the approved Water Quality Management Plan.
- Identify code enforcement violations; communicate the information to the violator in a polite manner, and follow-up with appropriate photo and written documentation.
- Perform routine Fats, Oils, and Grease (FOG) inspections to confirm compliance with City requirements.
- Communicate clearly and concisely, both orally and in writing in a courteous and helpful manner.
- Establish and maintain cooperative working relationships with the public and city staff.
- Provide excellent customer service skills in challenging situations while maintaining a cooperative positive attitude.
- Prepare and analyze technical and administrative reports and correspondence.
- Create and maintain accurate records, databases, and files.
- Utilize a variety of computer software programs for record keeping, scheduling, word processing, and other processes common to enforcement of building regulations.
- Safely operate a motor vehicle.
- Perform a moderate amount of physical activity in hot environments.
- Stoop, crouch, crawl, climb ladders, walk on uneven surfaces, stand and walk for extended periods, and lift in performance of assigned duties.
- Perceive color, shapes, and forms.

- Speak and hear at normal conversational levels in person and over the telephone; possess sufficient eyesight to read plans, hard copy reports and computer images; and sufficient hand/eye coordination to perform semi-skilled repetitive movements including typing.
- Withstand uncomfortable working conditions including exposure to dust, noise, heat, cold, and outdoors.
- Possess above average mathematical skills.

### **EXPERIENCE AND TRAINING GUIDELINES:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

#### **Experience:**

Three (3) years of specialized building inspection experience, plus one year of combination building inspector experience.

#### **Training:**

Any combination of experience and education equivalent to completion of high school and an Associate level degree in construction technology, construction management, engineering technology or a related field.

### **LICENSE OR CERTIFICATE:**

A valid California driver's license is required.

Possession of International Code Council (I.C.C.) C-8 Combination Inspector Certificate or equivalent or the ability to acquire certification within one year of appointment.

Certified Accessibility Specialist (CASP) Certification by the California State Division of the State Architect and I.C.C. Certification as a Plans Examiner are desirable.

### **APPLICATION PROCEDURE:**

Applications are available on the City's website at [www.lahabracaca.gov](http://www.lahabracaca.gov) or in the Human Resources Department. Completed applications and resume must be submitted to the Human Resources Department and will be accepted **CONTINUOUSLY** until position is filled. Applications will be screened and those applicants deemed best qualified will be invited to an oral interview. The final candidate must successfully complete a medical exam, drug screening, employment history verification, DMV check and will also be fingerprinted.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

\*Hired on or after 7/1/2010

*This bulletin is not a contract, neither expressed nor implied. Any provision herein may be modified or revoked.*